

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS AN OPEN EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING RIGHT OF WAY AGENT**

POSITION TITLE: **OFFICE CHIEF**

SALARY: **\$6334 - \$6984**

LOCATION: **SACRAMENTO**

FINAL FILING DATE: **JUNE 22, 2006**

DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief for Right of Way (R/W) and Land Surveys, the Office Chief manages the Headquarters Appraisal and the Local Programs functions, including, on a statewide basis, devising policies, establishing goals and objectives, monitoring and reporting on compliance and effectiveness, and overseeing the development and implementation of policies and procedures. The incumbent is responsible for determining needs, proposing and developing new policies, programs, direction and/or legislation. Responsibilities include, but are not limited to:

- Responsible to the Division Chief for production quantity, quality, timeliness and minimized costs on a statewide basis in the assigned functions; provides high level staff assistance to the District Directors and District/Region R/W Deputies, R/W and Land Surveys, Division Chief and key staff of headquarters divisions.
- Plans, coordinates, develops, promulgates statewide standards and policies in assigned areas to assure compliance with federal and state laws and policies and professional practices and standards, and proposes legislation to ensure that requirements are met. Provides guidance and oversight on functional policy matters and inter-office coordination.
- Manages the conduct of office and field reviews, and post-audit reviews for purposes of training and developing of district staff. Oversees changes and application of technologies to maintain an up-to-date program area status.

- On a statewide basis acts as a consultant to the Division Chief, District/Region R/W Deputies, Federal Highway Administration, and the Legal Division on matters and practices in the assigned areas of responsibility.
- Acts as departmental consultant to the Commission and its staff on railroad project valuations and acquisitions.

MINIMUM QUALIFICATIONS

Either I

Two years of experience in the California state service performing the duties of a Senior Right of Way Agent.

Or II

Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of public administration including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Department of Transportation as related to right of way activities; general management principles and practices; management problem-solving methods; principles of policy development and formulation of principles and practices of disseminating public information; the Department's safety, health, equal employment opportunity and labor relations program objectives; a supervisor's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Plan, organize, and direct or make decisions involving the work of a large Right of Way staff; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels; and effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively supervise, direct and manage an office of professional and technical staff in the area of right of way activities.
- Demonstrated knowledge and ability to manage an organization.
- Demonstrated experience working with executive management.
- Demonstrated knowledge and ability to implement change in an organization.
- Demonstrated experience in dealing with local agencies such as cities, counties, and local transportation agencies.
- Demonstrated experience in dealing with regulatory agencies such as Federal Highway Administration.
- Demonstrated experience in analyzing workload activities, prioritizing and managing of resources within allocated levels in order to meet project delivery dates.
- Demonstrated knowledge of state and federal laws, rules and policies pertaining to right of way.
- Demonstrated ability to effectively apply logic and creativity in the decision-making process and to analyze and resolve technical problems and issues.

- Demonstrated knowledge of the Department's directives, policies and procedures pertaining to personnel management.
- Demonstrated ability to interpret and implement policies and procedures statewide to insure compliance with the Federal Uniform Act to maximize federal participation.
- Demonstrated ability to effectively communicate and coordinate, both orally and in writing, with all levels of management and employees in the department.
- Demonstrated ability to be flexible, open-minded, team oriented, and have a positive approach to daily situations.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualification must be received or postmarked by the final file date of **June 22, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Cynthia Brown
1120 N Street MS 37
Sacramento, CA 95814**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst, at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.